



Sunday, November 20th
Silent Auction and
Entertainment
All events to be held at
The Lake Mohawk Country Club

2016 Beneficiary



The Junior Woman's Club of Sparta is getting into the holiday spirit preparing for the 2016 Festival of Trees, and would like to count on your support. Once again we will feature a silent auction of beautifully decorated Christmas trees and wreaths, a silent auction of gift items, a Santa Brunch and entertainment and activities for the whole family throughout the day.

If you are interested in helping by decorating a tree or wreath (or both) please fill out the enclosed form. We have also included a list of decorator guidelines.

We have selected **Ginnie's House** as the beneficiary of this year's event. Ginnie's House, located in Newton and serving all of Sussex County, is a safe, child-friendly environment for those in need when child abuse is suspected, disclosed or reported. Ginnie's House coordinates the child protection, law enforcement, prosecution, healthcare and mental health agencies to ensure the physical and psychological safety of any child throughout a difficult process. They provide all services without cost to the child and family

Thank you in advance for your support of this wonderful event. If you have any questions, please contact our decorator coordinators, Annemarie Weisbeck and Keri Yanchok at 973-300-7309 or email us at jwcssparta@gmail.com.

Kelly Lucadamo
Festival of Trees Chairperson



Tree Decorator Contract

(Please Print)

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ FAX _____

E-Mail Address _____

Name to Appear in the Program _____

I agree to decorate:

----- *4.5' Pre-lit Tree*

----- *24" Wreath*

Tree Theme/Title _____

I hereby agree to decorate the artificial tree and/or wreath, which the Junior Woman's Club of Sparta has provided, in accordance with the decorator guidelines. I understand that the decorations, lights and trim on the tree become the property of the Junior Woman's Club of Sparta. **I understand that the Junior Woman's Club will reimburse up to \$100 for decorations for a 4 1/2" foot tree and up to \$20 for decorations for a wreath upon presentation of appropriate receipts.**

I agree to deliver the fully decorated tree and/or wreath to The Sparta Elks Club on Saturday, November 19th between 3pm and 5pm.

Decorator's Signature _____

Please return this contract to:

JWCS (Attn. Festival of Trees), P.O. Box 626, Sparta, NJ 07871

If you have any questions, please contact Annemarie Weisbeck or Keri Yanchok at
973-300-7309 or e-mail jwccsparta@gmail.com

Thank you for your support!



Festival of Trees Decorator Guidelines



1. **The title or theme of the tree must be submitted by Monday 11/14/16 to our Decorator Coordinator at jwcsparta@gmail.com**
2. Decorated trees **must** be delivered to the **Sparta Elks on Saturday, November 19, 2016 between 3:00 p.m and 5:00 p.m.** Members of the Junior Woman's Club will be on-site to help with car-to-building delivery of your tree. Decorators are encouraged to park in the loading zone in the Plaza at the end of The Boardwalk. ****Any additional directions regarding drop off of trees will be emailed the week of November 14th.**
3. Members of the Junior Woman's Club will transport the trees from the Elks Club to the Lake Mohawk Country Club. No work on the trees will be permitted at the Elks Club; this location is for drop-off only. However, if you would like to come to the Country Club on Sunday to do any last minute, minor primping of your tree please do so between 8:00 a.m.- 9:30 a.m.
4. If additional lights are desired, they must be mini white lights. Blinking or colored lights are not permitted.
5. **ALL DECORATIONS, LIGHTS, AND TRIM MUST BE WIRED OR HOT GLUED TO THE TREE** in order to make them suitable for delivery.
6. The entire tree should be decorated.
7. No living materials or untreated, unwrapped food can be used on the trees. If edible ornaments are used, they must be shellacked.
8. Most decorators supply the tree skirt with the tree. All items placed under the tree are sold with the tree.
9. The tree and all decorations, lights and trim on the tree become the property of the Junior Woman's Club of Sparta and then the eventual buyer.
10. **ALL TREES MUST BE SECURELY ATTACHED TO A WOODEN PLATFORM WITH WIRE TIES** in order to make them suitable for delivery (the Junior Woman's Club will provide the wood platform and wire ties when you pick up your tree).
11. Tree decorators will receive a decorator allowance of up to \$100. Wreath decorators will receive an allowance of up to \$20.00. In order to be reimbursed, itemized receipts of expenses **MUST BE SUBMITTED ON OR BEFORE Saturday, November 19th.** No receipts will be accepted after this date.

If you have any questions please contact Annemarie Weisbeck or Keri Yanchok, Decorator Coordinators at jwcsparta@gmail.com.

*Thank you very much for your participation in the Festival of Trees!
We look forward to seeing your beautiful trees.*